SYSTEM SUMMARY

SYSTEM OPERATION

The system automates, through the use of on-line data stores, the tracking of individual training needs, the recording of completed training and the production of reports. The following paragraphs describe the various functions in the automated environment:

a. Build Course Data. The Training Office will enter data pertaining to courses available using unique course identifiers. Portions of the training course data will be standardized for the agency and will therefore not be subject to change at a local level.

b. Establishment of Needs. Based upon needs identified for individual employees, training requirements are entered into the system for each employee. Multiple course requirements can be automatically created by the system for an employee by assigning a unique Skill Area Code associated with that group of courses.

c. Management of Needs and Spaces. Spaces received are entered into the system for the specific classes in which they occur. Employees may then be allocated to those spaces, and the resulting class roster maintained by adding or deleting employees as needed. The system will also provide for maintaining similar information for locally - developed or contract out courses.

d. Completed Training. When the end date of the course has passed, the system will require that completion be certified on an individual basis. Training completions may be input directly without prior establishment of a requirement. Mass completions can be filed if using the class roster process.

e. Help Screens. There are many help screens to guide the user. To access these screens, the user would simply place the cursor on the field needing an explanation and press the F5 HELP function key. A HELP screen will appear, if available, giving the user pertinent information. The user would then depress the ENTER/RETURN key to erase the HELP screen and return to the original screen.

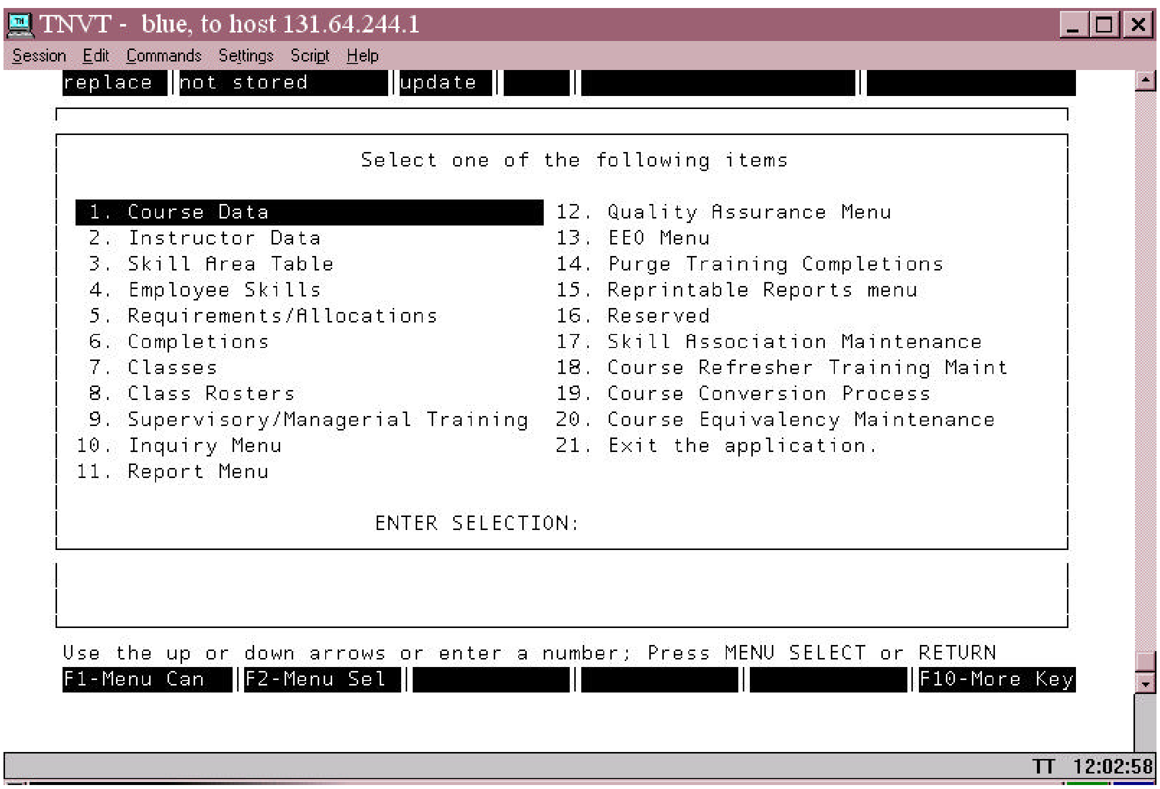
f. Zoom Functions. The system contains numerous ZOOM functions which are used as inquiry and retrieval methods for more detailed information related to the process being performed. To ZOOM, a user would simply depress the F20 ZOOM function key, access the desired information, and once that data is found, press the F1 PRV FORM function key from a selected record to return to the original screen with the record. A F19 CANCEL

ZOOM will return the user to the original screen without retrieving any records. A user can only ZOOM if the status line on the top portion of a screen shows the word ZOOM. The beginning of each process in this manual gives a brief description of the ZOOM functions available for that process.

g. Inquiries and Reports. A variety of on-line inquiries and printed reports are available to provide access to the data maintained in the system. This allows for statistical reports to be produced quickly thus helping managers evaluate the effectiveness of the Training Program.

STATUS LINE (TOP LINE)

Special attention needs to be paid to the messages on this line because it indicates what function the system is performing at the time.



MESSAGE INFORMATION LINE (SECOND FROM BOTTOM)

This line provides important guidance on the function performed where the cursor is resting.

FUNCTION KEYS (BOTTOM LINE OF SCREEN)

This line displays the type of function available to the user. If the user presses F10, additional function key options will be displayed. See Appendix-A for a detailed list of the Manager Command for each function key.